

## MS4 Phase 1 Annual Report Checklist

**Permit Number:**

**Reporting Year:**

**Permittee(s):**

<i>Check if Additional Information Is Required</i>	<i>Indicate Yes, No, or NA</i>	
		<b>I. SWMP Overview</b>
		<p>A. <b>Signature and Certification:</b> Does the report include a signature from each copermittee?</p> <hr/> <p>Do all of the signatures meet the requirements of 30 TAC Section 305.128?</p> <p>1. <i>For a municipality, state, federal, or other public agency, the report must be signed by either a principal executive officer or a ranking elected official, or by a person who has been properly authorized.</i></p> <hr/> <p>Does the report include the following certification statement?</p> <p>"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."</p> <hr/> <p>2.</p>
		<p>B. For a shared SWMP, does the report describe the portion of the SWMP that this permittee has implemented?</p> <hr/> <p>C. <b>Revisions:</b> Does this report include any proposed changes to the SWMP in the coming reporting year?</p> <hr/> <p><i>If yes, then briefly describe:</i></p> <hr/> <p>1. Does the report indicate whether any revisions are needed to the assessments of controls or to the fiscal analysis that was most recently reported?</p> <hr/> <p>2. Does the report include a summary of data that was collected during the reporting year?</p> <hr/> <p>3. Does the above data include monitoring data?</p>
		<b>D. Expenditures:</b>
		<p>1. Does the report include a summary of the expenditures over the reporting period, with a breakdown of the major elements of the SWMP (See</p>

Section II below)?

		2.	Does the report include the budget for the next reporting year?
		E.	<b>Activities:</b> Does the report include a summary of the following?
		1.	Enforcement actions
		2.	Inspections
		3.	Public education programs
		4.	Number of NPDES and TPDES NOIs received for each general permit
		5.	Number of site notices received from small construction site operators seeking CGP coverage
		6.	Number of inspections conducted at industrial facilities and construction sites.
		F.	<b>Water Quality:</b> Does the report include information on the following?
		1.	Identification of any water quality improvements or degradation.
		2.	Progress towards measurable goals
		3.	Measured reductions in pollutants
		II.	<b>SWMP Elements</b>
		A.	Does the Annual Report include information on the status of implementing the SWMP?
		B.	Does the report include information on compliance with schedules that are listed in the permit?
		C.	Does the Annual Report include information on the status of each of the following sections of the SWMP (revise as necessary)?
		1.	Structural Controls
		2.	Areas of New development and Significant Redevelopment
		3.	Roadways
		4.	Flood Control Projects
		5.	Pesticide, Herbicide, and Fertilizer Application
		6.	Illicit Discharges and Improper Disposal:
		a.	<ul style="list-style-type: none"> <li>Non-storm Water</li> </ul>
		b.	<ul style="list-style-type: none"> <li>Overflows and Infiltration</li> </ul>
		c.	<ul style="list-style-type: none"> <li>Floatables</li> </ul>
		d.	<ul style="list-style-type: none"> <li>Household Hazardous Waste and Used Motor Vehicle Fluids</li> </ul>
		e.	<ul style="list-style-type: none"> <li>MS4 Screening and Illicit Inspections</li> </ul>
		7.	Spill Prevention and Response

		8.	Industrial & High Risk Runoff
		9.	Construction Site Runoff
		10.	Public Education
		11.	Additional Control Measures Required by Permit (list):
		12.	Monitoring Programs
		a.	Dry Weather Screening
		b.	Wet Weather Screening
		c.	Industrial and High Risk Runoff Monitoring
		d.	Representative Storm Event Monitoring
		e.	Floatables Monitoring
		D.	Does the annual report include measurable goals for each of the above program elements, or a justification as to why measurable goals are not feasible?
		<b>III.</b>	<b>Additional Requirements (list)</b>

Additional Comments:

Reviewed by: